

## PMP Employees

**PMP Employee:** An employee covered under the PMP. PMP employees can also be PMP supervisors, PMP reviewers, or HR advisors.

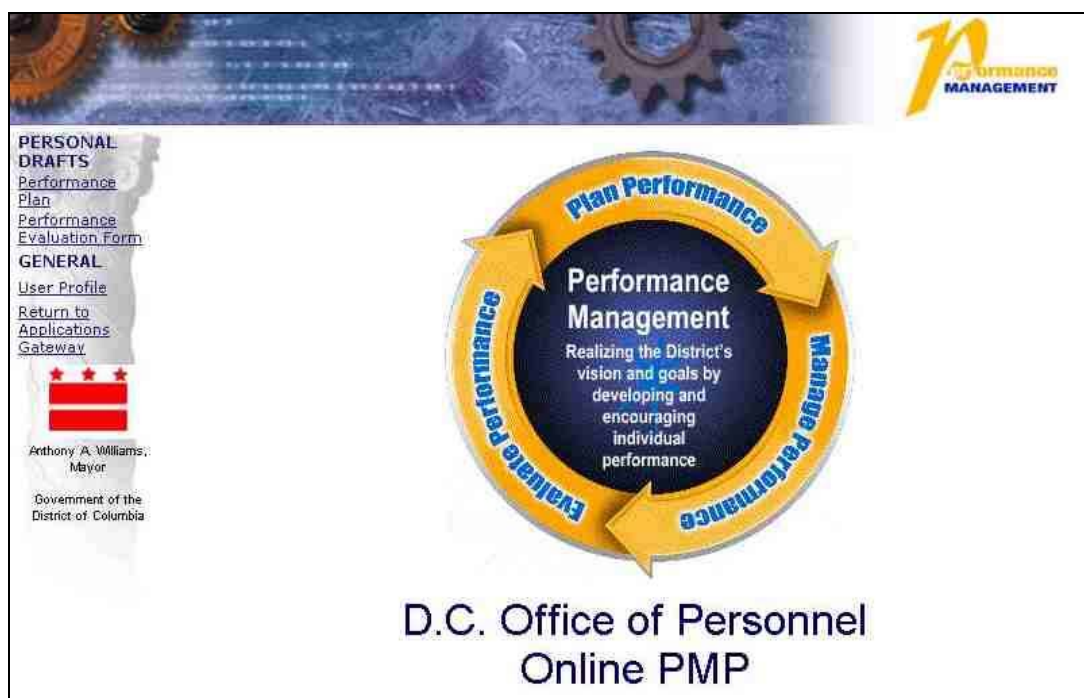
### Online PMP Menu Options

The Online PMP menu options available to you are based on your PMP role.

All PMP employees have access to the **PERSONAL DRAFTS** menu. Options under the personal drafts menu include the following:

- **Performance Plan**—This menu option enables a PMP employee to create a draft performance plan that can be shared with a PMP supervisor through Online PMP. The PMP supervisor can then create an official performance plan from the employee's draft performance plan.
- **Performance Evaluation Form**—This menu option allows a PMP employee to create a self-evaluation to share with his or her supervisor through Online PMP. The supervisor can create an annual evaluation from the employee's self-evaluation.

All PMP users have access to the **HELP** menu.



*PMP Employee Main Page*

## Self-Evaluations

The self-evaluation allows employees to assess and rate themselves honestly on all performance goals and criteria associated with their specific positions. It also provides employees the opportunity to show the supervisor their perceptions regarding their performance. Each employee rates his or her performance on goals and competencies. Managers and supervisors are evaluated on 15 competencies. Non-supervisors are evaluated on 10 competencies.

To create a self-evaluation (or to receive an annual evaluation), you must have had a performance plan in place for at least 90 days.

### Creating Your Self-Evaluation

You can submit one self-evaluation to your supervisor during the rating period. To create a self-evaluation in Online PMP:

1. Login to Online PMP through the HR Applications Gateway at <http://dcopedm.dcop.dc.gov/gateway/>.
2. Click **Performance Evaluation Form** on the **PERSONAL DRAFTS** menu on the left.
3. Review options:

If you have a current performance plan saved in Online PMP, you can create a self-evaluation based on that performance plan. Click **Create Self-Evaluation** and select the current FY from the drop-down box. Then click **Go To Performance Evaluation**.

If you *do not* have a performance plan saved in Online PMP, you'll only have the option to **Print Blank Performance Evaluation Form**. You are not eligible to receive a performance evaluation for the current fiscal year if you do not have a performance plan in place.

4. Create a self-evaluation:

The self-evaluation is populated with the competencies and goals from your current performance plan. You cannot change goals or weightings.

Complete the self-evaluation form as follows:

- **Rate Competencies:** If you are a supervisor or manager, rate yourself on all 15 competencies. If you are a non-supervisory employee, rate yourself on only the first 10 competencies. Each competency *must* include a numeric rating and comments to support the ratings. Use specific examples to support your ratings.
- **Evaluate SMART Goals:** Include a numeric rating and narrative comments for each goal. Remember to cite specific examples to support your ratings.
- Online PMP generates a competency rating, SMART goal rating, and overall performance rating.

5. Send the self-evaluation to the supervisor:

After completing the self-evaluation, click **SAVE** on the PMP toolbar. A text box will appear, confirming that your self-evaluation has been saved. Click **OK**. A second text box will appear, asking, "Do you wish to notify your supervisor that the self-evaluation is ready for review?"

- If you are ready to send the self-evaluation to your supervisor, click **Yes**. Online PMP notifies your supervisor by email that the self-evaluation is ready for review.
  - If you are *not* ready to share the self-evaluation with your supervisor, and you want to continue working on it, click **No**. This option allows you to return to your self-evaluation and continue working on it before sending it to your supervisor for review.
6. After Online PMP notifies your supervisor by email that your self-evaluation is ready for review, your supervisor can access your self-evaluation through Online PMP. Your supervisor can create your annual evaluation from your self-evaluation.

The screenshot shows the 'Performance Evaluation for EMPLOYEE, ELMER (6666)' page. On the left, a sidebar contains links for 'PERSONAL DRAFTS' (Performance Plan, Performance Evaluation Form), 'GENERAL' (User Profile, Help, Return to Applications Gateway), and a red star icon. The main content area has a title bar 'Performance Evaluation for EMPLOYEE, ELMER (6666)' and two radio button options: 'Print blank Performance Evaluation form' and 'Create new Self-Evaluation' (which is selected). Below the second option is a dropdown menu showing 'FY 2003'. A 'Go To Performance Evaluation' button is at the bottom. The footer identifies 'Anthony A. Williams, Mayor' and the 'Government of the District of Columbia'.

*Create New Self-Evaluation*

## Draft Performance Plans

The draft performance plan gives PMP employees the opportunity to state their goals and development objectives for the rating period.

The PMP employee enters goals and development objectives in a draft performance plan. The supervisor can access the employee's draft performance plan through Online PMP and use it to create the employee's actual performance plan. The supervisor does not have to retype the information that the employee already entered.

The employee draft performance plan is not the employee's official performance plan. The employee's supervisor must login to Online PMP and approve the employee's performance plan before it is registered as complete and official.

## Creating Your Draft Performance Plan

1. Login to Online PMP through the HR Applications Gateway at <http://dcopedm.dcop.dc.gov/gateway/>.
2. Click performance plan on the **PERSONAL DRAFTS** menu.
3. Click **Create New Draft Performance Plan**. Select the appropriate start and end dates from the drop-down box and click **Go To Performance Plan**. You'll see the template for your draft performance plan.
4. Complete your draft performance plan:
  - a. **SECTION I: Competencies**—Review the competencies and think about how they apply to your position.
  - b. **SECTION II: Individual Performance Plan (IPP)**—Enter three to five SMART goals with weightings and due dates.
  - c. **SECTION III: Individual Development Plan (IDP)**—Enter three to five development objectives, including what (define objective), how (action steps), who (accountability), and when (due date).
5. Save your draft performance plan by clicking **SAVE** on the PMP toolbar. A text box displays to confirm that your draft performance plan has been saved. Click **OK** at the text box prompt.
6. Send your draft performance plan to your supervisor:

After you save your draft performance plan, a text box displays asking if you want to notify your supervisor that your draft performance plan is ready for review.

- Click **Yes** if you have completed your draft performance plan and it's ready for your supervisor's review. Online PMP then notifies your supervisor by email that your draft performance plan is ready for review. At this point, your supervisor can login to Online PMP and review and revise your draft performance plan.
- Click **No** if you need to continue working on your draft performance plan and it's not ready for your supervisor's review. This allows you to go back to your draft performance plan and continue working on it before sending it to your supervisor.

If you want to close out of your draft performance plan, click **SAVE & CLOSE** on the Online PMP toolbar.

If you want to save and print your draft performance plan, click **SAVE & PRINT** on the Online PMP toolbar.

The performance plan is formatted using Adobe Acrobat 5.0. Make sure you have Adobe 5.0 loaded on your computer. If you need to update your version of Adobe Acrobat Reader to version 5.0, go to <http://www.adobe.com/> and download Adobe Acrobat Reader 5.0.

7. After your supervisor creates your performance plan from your draft performance plan, he or she discusses the performance plan with you. Following the discussion, the supervisor saves the performance plan in Online PMP and prints out a hard copy.
8. Both the employee and the supervisor should sign the hard copy of the performance plan and keep a copy on file.